

BCM INTERNATIONAL
CHILDREN'S MINISTRY

BCM BIBLE CLUB

HANDBOOK TRAINING GUIDE



Edition 2024



www.bcmintl.org

**BCM BIBLE CLUB
HANDBOOK
TRAINING GUIDE**

Developed by

BCM missionaries from
Africa
Canada
USA

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Foreword

In 2021 BCM Africa and BCM Canada created a training course to provide basic information and training on how to organize and begin a Bible Club. The idea was generated from some of BCM Africa's children ministry leaders and trainers who desired to understand how to put together a Bible Club for children. Their goal was to reach children in their communities who were outside of the church and had never heard about Jesus or the Gospel.

This training course was then conducted online over a period of 10 days (2-3 hours per day). It was held at two different times during that year, conducted by several BCM Africa and Canada trainers and had attendees from several African countries, as well as Haiti. Each person was so eager to learn all they could in order to begin Bible Clubs in their village, town or city.

A printed handbook – ***“The BCM Bible Club Handbook”*** – came out of these initial training sessions which contains information on how to begin and organize a Bible Club. An accompanying training guide was also created – ***“The BCM Bible Club Handbook Training Guide”*** – which contains methods, ideas and worksheets for those wanting to conduct training sessions using the handbook content. Both resources can be useful in a variety of cultures and circumstances by adapting or adding whatever is needed to accommodate each situation.

Overall, this handbook and training guide serve as two sides of a coin to guide churches and individuals in systematically planning and starting their Bible Clubs. We appreciate the African and Canadian teams for their contributions, and the BCM Publication Coordinator for her valuable suggestions. Our desire is to see children everywhere to know God, love God, and obey God that their lives would bring glory to God!

BCM Children's Ministry Team
Summer, 2024



Website for more information on the Bible Club:

Bible Club material: <https://www.bcmintl.org/ministry-store/>

BCM United Kingdom: <https://www.bcm.org.uk/>

BCM Canada: <https://www.bcmintl.ca>

BCM Bible Club Handbook Training Guide

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PART 1

The Bible Club: Introduction

Objective: The trainees will have a basic understanding of “What” and “Why” of a Bible Club.

1. What is a Bible Club?

➤ Definition

A Bible Club is a weekly children’s program designed to teach the Word of God so that boys and girls will respond and come to KNOW, LOVE, and OBEY God and grow in their faith.

➤ Distinctives of the Bible Club

- How is a Bible Club different from other children’s ministries in the church? It:
 - is non-denominational.
 - is held outside the church in homes, schools, backyards, community centers, etc.
 - reaches children that would never find their way into or be permitted to enter a church or Sunday School.
 - teaches truths from the Word of God only.
 - connects more broadly, and often more easily, with the neighborhood and community.
 - allows more time with the children to build relationships and begin the discipleship process.
- Other distinctive characteristics of a Bible Club are that it:
 - provides a combination of outreach, spiritual growth and training for the children and adult leaders involved.
 - welcomes children of all races, religions, and cultures.
 - is no cost to the children.
 - is designed to address and meet specific observable needs and known characteristics of the children who attend.
 - offers program activities that are varied, fun, interactive and geared to the age levels of children.
 - encourages parental involvement (visiting, volunteering...).
 - creates connections with local Bible-believing churches to recruit volunteers and to follow-up for children and their families.
 - provides opportunities for hands-on training of teachers and helpers which can then benefit church ministries.

2. Why do we do Bible Club?

➤ Purpose

To present the good news of Jesus Christ to children beyond the walls of the church; to give children the opportunity to respond to the salvation message and receive Jesus as personal Saviour.

➤ Goals

- An outreach for children that is never held in a church.
- An outreach right where the children already are, in a neighborhood, home, school, and community.
- A family-type atmosphere in which teachers strive to instruct and model the truths of God's Word.
- A vital link to connecting with the parents and families of the children.
- A means of bringing together children and families with the local church.

➤ Values

- Preparation: teach the truths of God's Word on the child's level of understanding; lay a foundation for presenting the Gospel.
- Salvation: give specific opportunities for children to respond to the Gospel.
- Growth: give instruction from the Word of God that will enable children to respond by putting God's truth into practice in daily life.
- Belong: connect children and their families to a local church.

➤ Mission

- Evangelism: children respond by believing in and receiving Jesus Christ as personal Savior.
- Edification: children are built up in their faith through consistent and regular Bible teaching and taught how to respond to the Truth in their daily lives.
- Training: children are trained how to share their faith in Jesus; all Bible Club volunteers are provided hands-on training experience in serving, teaching, and ministering to children.
- Significant Present and Future Impact: *Changed hearts and lives → changed direction of living → changed families → changed communities → changed nations*

3. Why teach children?

- **Why is it important to teach children the Word of God?**
(Brainstorm with the group to discover their ideas. Discuss them as needed.)
- **What does God say about children?** *(NOTE: see PART I Worksheet #1)*
 - Children are important to God. (Psalm 127:3-5; Matthew 18:2-4,10)
 - They need Jesus as Saviour and are eternally lost without Him. (John 3:16; Romans 3:23)
 - They are able to understand and respond to God's truth. (Psalm 78:5b-7)
- **What does the Old Testament say about teaching children and the results?** *(NOTE: see PART I Worksheet #2)*
 - We are commanded to teach them the Word of God. (Deuteronomy 6:49)
 - We should disciple them in daily living. (Proverbs 22:6)
 - Children can become witnesses for God. (1 Samuel 3:15-21; 2 Kings 5:1-5, 9-10, 14-15,17b)
- **What does the New Testament say about the value of and teaching children?**
(NOTE: see PART I Worksheet #3)
 - Jesus demonstrated He valued and cared about them in a society that did not value children. (Matthew 18:2-5; Matthew 9:18-19,23-25; Mark 10:13-16)
 - We are commanded to training them in the knowledge of God. (Ephesians 6:4)

❖ **TRAINING SUGGESTION:**

Using the worksheets:

Worksheets can be used as a basis for class instruction and/or small group activity and discussion. The content can be modified according to individual situations and time frames. *(Option: Use some worksheets as "homework" assignments.)*

PART 1

Worksheet #1

What does God say about children?

Look up each set of verses and write what you learn about God and His attitude towards children.

1. What does God say about the importance of children?
 - a. Psalm 127:3-5

 - b. Mathew 18:2-4, 10*

2. What does God say about teaching children?
 - a. Psalm 78:2-5

 - b. Deuteronomy 6:4-9*

3. What does God say about children and their need for a Savior?
 - a. John 3:16*

 - b. Romans 3:23

4. What does God say about children's ability to understand and respond to God?
 - a. Psalm 78:6-7

**As time permits, please read this passage.*

PART 1

Worksheet #2

What does the Old Testament say about teaching children?

Look up each set of verses and write what you learn regarding the importance, “how to” and results of teaching children. Be specific.

1. Proverbs 22:6 (a principle)

2. 1 Samuel 3:15-21*

3. 2 Kings 5:1-5, 9-10, 14-15, 17b*

** As time permits, please read this passage.*

PART 1

Worksheet #3

What does the New Testament say about teaching children?

Look up each set of verses and write what you learn regarding the importance, “how to” and results of teaching children. Be specific.

1. Ephesians 6:4

2. Matthew 18:1-5*

3. Matthew 21:8-9,15-16*

**As time permits, please read this passage.*

PART 2

The Bible Club

STEP 1: Getting Started

Objective: The trainees will learn the basic concepts to start a Bible club.

1. The Foundations

➤ The Challenge

“Jesus saw the huge crowd as He stepped from the boat, and he had compassion on them because they were like sheep without a shepherd. So He began teaching them many things.” (Mark 6:34, NLT)

People in the world today are “like sheep without a shepherd.” They have lost their way and are struggling, looking for something to satisfy, whether they realize it or not. The rising numbers of broken marriages, the breakdown of the family structure, loss of religious foundations, no absolutes or moral compass and no boundaries or consequences for actions, and unprecedented drug and alcohol use. All point to the truth that our world desperately needs Jesus Christ and His saving power to redeem lives and nations. BUT where do we begin? We begin where God did: reaching and teaching the children who are the “future” as well as the “present”!

- What does God say about this in His Word?
 - Old Testament: Look up Deuteronomy 6:4-9 and read aloud together.
(Discuss What God is saying here in relation to His Word and children.) God commanded Moses and Israel to teach His law and truths to their children. He told them how to do it! *(Discuss with your class together.)*
 - New Testament: Mark 10:13-16 *(Use one or both references, as time permits. Read aloud and discuss what Jesus is saying and doing that shows He values children.)*
In a culture where children and women were of no value, Jesus broke across the boundaries to demonstrate that God values children, by welcoming them and using them as an important object lesson to teach adults His truth.

Children are the foundation of a family and a nation. They are teachable and have a simple and genuine faith, as Jesus said in Matthew 18:3. Reach them early and they then have the possibility to become the leaders who will develop a strong faith and follow God and His Word throughout their lives.

- What is my response?

In Mark 6, Jesus saw the need of the people and he was touched with compassion for the people who had lost their way. What can you see is the need in your world, country, city, neighborhood? What will you do about it?

➤ **The Power**

“But you will receive power when the Holy Spirit comes upon you. And you will be my witnesses, telling people about me everywhere — in Jerusalem, throughout Judea, in Samaria, and to the ends of the earth.” (Acts 1:8, NLT)

Seeking to reach and teach children the Word of God is a high calling and a monumental task in our world and culture today! This task calls for wisdom and power far beyond our own. This power comes from God through His Holy Spirit as we partner together with Him to accomplish our goal of reaching children for Jesus Christ.

- Partnering with the Holy Spirit

God wants us to depend on Him through His Holy Spirit for all we need as we take each new step to reach and teach children through Bible Club.

❖ **TRAINING SUGGESTION:**

PART 2 Step 1 Worksheet #1: “Partnering with Holy Spirit” and #1E (Expanded Material)

Divide group into pairs or small groups and assign the Bible passages listed. Have each group look up verses, list the role, and discuss among themselves its meaning and implications. Share/discuss with entire group.

All of these are available to us through the Holy Spirit in and through our lives and ministry to children. Our job? Simple to ask in faith, believe (Matt. 21:22) and receive all we need daily, as we serve Him. *“For God has not given us a spirit of fear and timidity, but of power, love, and self-discipline.” (2 Timothy 1:7, NLT)* What a great reminder and promise from God!

- Train Analogy (optional)

The idea of a steam engine train pulling its cars toward a destination can serve as a visual reminder of the power we have available from God’s Holy Spirit as we begin this new ministry. It can be used, as fits the situation, to reinforce how God gives us all we need to accomplish the task He has called us to do. This not only applies for beginning this new ministry of Bible Club, but for the ongoing preparation and teaching of it as well.

- The ENGINE – the Teacher
- The CARS – the Students/Children
- The POWER (Steam from engine) – The Holy Spirit’s power in us.



- The DESTINATION – The Goal is for children to KNOW, LOVE, and OBEY God.
- The RIGHT TRACK – Setting goals in God’s direction and staying on track!
- The COUPLINGS –The links between you and the children such as love, understanding, etc. as you and they move towards the goal.

➤ **The Vision**

- What is your vision for a Bible Club?
 - What is the need?
 - Who are the children you want to reach? Where are they located?
 - What do you want to see accomplished through the Bible Club?

Each question should be thought through to act as a guide for planning for a Bible Club.

- Share your vision
 - Your burden and the need for reaching kids for Christ in the community.
 - How others can help, get involved and provide support.
 - The great need for prayer as this venture begins.
 - Share it with your church and pastor, and other area’s churches, ministry leaders and colleagues, friends who would be interested in reaching children.

2. The Environment

➤ **The Children**

- How much do you know about the children you wish to reach?
 - Their ages
 - Their needs and interests
 - Their families, neighborhood, community, and religious backgrounds
- What are the target ages or grades for Bible Club?
 - Elementary – ages 6-11
 - Early childhood – ages 4-5
 - Mostly mixed ages

How might this affect the club program?

❖ **TRAINING ASSIGNMENT**

Make a list of what you discover generally about the children who would be potential Bible Clubbers by just observing them in the community.

➤ The Context

- What is meant by the “context” of something? *(Brainstorm first before you give out the definition below)*

It is the setting for a book or an event which includes time, location and circumstances/characteristics expressed in a way that leads to full understanding.

As time and situation allow, examples of Bible stories or passages can be given and how knowing the context leads to a full and better understanding.

Each Bible Club will have its own context, unique to its location. *(Discuss some ideas of what might be included in this context.)* Some examples will be geography of the location of club; rural or urban setting; types of businesses; jobs availability; entertainment options; housing situation: apartments/houses (rent or own); schools; churches; distance of children to proposed Bible Club location; kids’ programs in neighborhood etc.

- Why is it important and helpful to research and know the context for your club? *(Brainstorm this question and discuss together. Add others from participants as mentioned. Each context will add different ideas of importance to the list.)*

Here are some ideas to get started:

- Planning for a club location: best location with proximity to children
- Planning for advertising the club: best method or medium, such as flyer, snail mail, in-person, church/school announcement, social media, web link, to connect with the parents/guardians/non-parents, churches and community, etc.
- Planning the lessons and club program: where to begin with Bible teaching; what curriculum to use; program activities; behavior guidance.
- Others.

- What is the Bible Club context?

Begin to think about your new and/or present Bible Club and the context of its location. Walk through the community or neighborhood and note the things discussed above and add ideas of your own.

Use the following preliminary questions in class to stimulate thinking and ideas:

- How would you describe the location?
- How would you map it out physically?
- What parts would be most helpful for you in starting a new club or rethinking your present club?
- What are some KEY factors in your context that will be vital in guiding your planning to begin a Bible Club?

➤ **The Culture**

Knowing the culture of your Bible Club location and people is another very important part of preparing to start a Bible Club.

- What is meant by the “culture” of a people?

(Brainstorm first before giving out the following definitions. It can be discussed as to how some of the aspects mentioned would affect a group or individuals and have relevance to beginning a Bible Club.)

“... the learned and shared set of values, ideas, concepts, beliefs and rules of behaviour that allow a group of people to function and perpetuate itself; a “way of life.”

“... the shared characteristics of a group of people, which encompasses place of birth, religion, language, cuisine, social behaviors, art, literature, and music.”

- What specific things might help to contribute to and/or reflect the culture of a person/group?
- Why spend time becoming informed about the culture of a Bible Club?
- Why is it important to know/understand some of the culture of the area and community where a Bible Club is held?
- How could the culture affect the planning and starting of a Bible Club?
- What effect might it have on the actual teaching and program of the club?

(Discuss together – with those from same geographic areas working together. Expand on ideas given in the actual lesson. Have each one begin to think about the specifics of their chosen area, as much as is possible this time.)

- What might be some implications to consider?

(For example, when beginning a Bible Club in the area with no “Christian” or Bible connections; children with no experience in a program before; no church connections for children, etc.)

❖ **TRAINING ASSIGNMENT**

PART 2 Step 1 Worksheet #2: “Context & culture checklist”

Discuss the assignment and findings at next session.

- **Map it!** Walk through the neighborhood to get a sense of the physical context of the location. Why would it be important to get this view in planning for the club?
- **Draw it!** Draw or sketch a simple physical map of the area to give you insight as to what is located there. Use the worksheet to give you some guidance as to what to include.
- **Describe it!** Using the worksheet, try and discover some of the “culture” of your area and fill in details alongside any of the listed items.

3. The Details

There are a few basic but important things that must be considered when beginning to plan for a Bible Club. Many of the details listed below will need to be considered through the lens of the *culture* and *context* of the area that the Bible Club is held. The questions may generate other factors to be considered depending on situation and location.

➤ Location, Date, and Time

- Location
 - Is there a need for a Bible club here?
 - Are there enough children in the area?
 - Is there a place or venue to hold a club – home, church, backyard, school, playground, community hall, or library room?
 - Is there a room, an open area, a gym, or a space in the venue large enough to accommodate the number of children who may be expected to attend?
 - Is there space for chairs, benches, floor, other seating that may be needed?
 - Are washrooms or bathrooms available near-by?
 - Is it within travel distance of where children live?
 - Is transportation needed?
- Date
 - Decide on a “Start” and “Finish” date that is workable with the venue, your volunteers, the school year calendar, weather considerations, and all who are involved.
 - What day of the week is best suited for leaders, helpers and children?
- Time
 - How often will club meet - weekly, bi-weekly, or other?
 - What time of day or evening is best within the context and culture?
 - What will be the length of the Bible Club - half hour, one hour or longer?

➤ Registration

- Pre-club Registration

This will vary for different communities and may not be needed. It is important to research and decide what and how it will be done.
- Registration Information and Procedures
 - What information is needed: name, age, contact info, medical information, allergies, etc. that would be important to know for Bible Club?
 - How will registration be organized and set up? QR code, email, paper form, mail-in form, etc.
 - When will children be registered: prior to club, first day of club, etc.?
 - Who will create the form? How? Who will do registrations?

- **Permission Forms**

If the forms are needed for the venue and parents or guardians. (*Permission form can also be included on the registration form above. Show samples, as applies.*)

➤ **Promotion**

- **How will Bible Club be promoted?**

By word of mouth, church announcement, community bulletins, social media, neighborhood events, school announcement, radio announcements, etc.

- **How will children be invited?**

In-person contact, hand delivered invitation, through the school or church's Sunday school, social media, etc.

- **Format and Content for Promotion**

- Format – flier, phone call, email, online, website, etc.
- Content – clear information that both parents and children understand the activities of Bible Club, time, date, place, or the QR code if there is one.
- Make the flyer appealing and include your contact information if parents or guardians have questions.

- **Preparation and Distribution**

- Who will do it?
- How will it be distributed?
- To whom? To homes, schools, churches, etc.
- When to do it? Decide the date to begin promoting before the first club.

➤ **Child Safety and Protection Guidelines**

- **All volunteers MUST be trained in the following area.**

- **Safety and Emergency Procedures:** guidelines for first aid and emergency situations; safe behavior guidelines for club children. These should be written out and communicated to all teachers and helpers. Check the club venue (home, school, church, community hall, etc.) for any procedures they may have that must be followed.
- **Child Protection Guidelines:** government guidelines and procedure must be adhered to and followed during the Bible Club.

- **Church-Venue Bible Club**

- Follow the church policies for safety and emergency.
- Volunteers who work with youth from the churches may be already trained by their church. The proof of training needs to be obtained.

- **Other Venues**

- Research the policy and training requirements of that venue.
- If there are none or non-applicable, train the volunteers in government guidelines and safety and emergency procedures you develop for your club.

- Police Background Check
 - Research the agency that might do the background check in your area.
 - Be sure to have volunteers who have not made appointments for the check to do so in good time BEFORE the start of Bible Club.
 - All volunteers must have a proper background check to work with children. This will depend on each individual area and situation.
 - Keep all the Background Check files updated.
- Liability Insurance: research is needed in each specific venue or area.

➤ **Resources**

- Bible Club Supplies: teaching materials, take-home materials, snacks (*optional and be aware of allergy*), and any fee for the venue and training.
- Share with Others: make the needs known to prayer partners, churches, and individuals.

❖ **TRAINING ASSIGNMENT**

PART 2 Step 1 Worksheet #3: "The Bible Club checklist"

Use this as a starting point to make a list of the important things needed to begin a new Bible Club. This can be an immediate assignment to fill in what is possible at time of training. Or it can be a "continued" assignment as details become firm in various areas. Trainees may discover other items to add that relate to their individual situations.

4. The Support

➤ **Prayer**

Prayer is a vital component of beginning a Bible Club. It is key that all the plans and development are surrounded and covered by prayer. As the Bible Club begins, consistent prayer support is on-going for the teachers and children. It is through prayer that God's power will guide, enable, direct, and empower those who organize and teach the club will be seen and felt.

- Prayer Team: one of the most effective ways of maintaining continual prayer support is to develop prayer partners who become your prayer team.
 - Contact individuals who are real pray-ers and will faithfully and regularly pray. Your church leaders, people from your Sunday school or small groups, parents, and other individuals you know who will be faithful in continual prayer for the Bible Club.
 - Enlist 2-3 (or more) people as a "prayer team" to pray for you and your planning team as you set up the Bible Club and get it started.
 - Engage your prayer team and/or others to continue to pray weekly for the Bible Club, the teachers, helpers and the children and their families.

- Encourage your church as well as other churches to pray specifically each week for the club. Be sure to give initial specific prayer requests to get them going in prayer.
- Supply updated prayer requests and answers to all your prayer partners throughout the entire time the club is in operation.

❖ **TRAINING SUGGESTION**

PART 2 Step 1 Worksheet #4: "Prayer partners"

Use this worksheet in class or as an assignment.

➤ **Volunteers**

What do you think of when you see the word "volunteer"? (*Brainstorm with group before giving definition.*)

One who freely offers to take part in some enterprise or to undertake a task.

- Why do we use volunteers? (*Brainstorm with group first.*)
 - A great way to involve others in the ministry.
 - An economical means of supplying needed helpers.
 - A source of new ideas and possibly experienced workers.
 - A way to discover potential future leadership.
 - An effective method of "on the job" training for this ministry.
- Who are potential volunteers?
 - People within the church and/or the community.
 - People with the time and willingness to be involved in working with children.
 - Parents, teens, college students, young adults, seniors, retired schoolteachers, empty nesters etc.
- What are the key criteria for choosing effective volunteers?
 - Christ follower: has a belief in and acceptance of Jesus Christ as personal Savior.
 - Enjoys and loves children: has a burden to reach them with the Gospel.
 - Teachable: is willing to learn and to participate in training, as needed.
 - Committed: is willing to give their time on a consistent basis.
 - Responsible: is willing to follow directions.
 - Team-oriented: is willing to work as a "team."
- How do you recruit the volunteers?
 - Prayerfully: cover all plans with prayer consistently.
 - Preparedly: plan and write out (a) expectations of a volunteer; (b) a description of each area where help is needed; (c) specific details of the responsibilities for each area.

- Publicly: make a general appeal in the church as a starting place. Reach out to retired adults; youth with time; people from the community; children's workers in the church; parents of children in the church; Christian friends; local mission organizations...etc. Provide basic details of what is needed and how to contact you if interested.
- Privately: approach individuals who would be good possibilities as volunteers; give them the information; ask them to pray about serving and get back to you. Be sure to follow up your contact with each one.

❖ **TRAINING ASSIGNMENT**

PART 2 Step 1 Worksheet #5: "Training volunteers"

Trainees will fill in this sheet as they plan for needed volunteers. It may become an extended assignment for some.

- How do you conduct a Bible Club volunteers information meeting?
 - Decide on a date and time (no more than one hour in length) for a general information meeting for all who are interested to attend.
 - Extend this invitation throughout the recruiting process and make sure it is written on any recruitment fliers.
 - Include pertinent facts such as the purpose of meeting, date, time, and place on the flier. Remind them that attending the meeting does not mean they are automatically signed up to help. It is purely informational and to answer their questions. This will allow them to pray and make an informed choice about volunteering, as God directs them.

❖ **TRAINING SUGGESTION**

PART 2 Step 1 Worksheet #6: "Volunteers information meeting"

Use this as a guide for the meeting content. This worksheet can serve as a starting point for that. Allow enough time in meeting for discussion and questions.

5. The Training

The importance of training and communication where volunteers are concerned cannot be overly emphasized. These are key to developing and maintaining an effective and committed volunteer team. Communicate with volunteers regarding important and updated information and train them to fulfill their role with excellence.

➤ The Basic Training Session

A pre-Bible Club basic training session should be held for all leaders and helpers. This will give the necessary basics for serving in a club and begin to build the Bible Club team as they pray and train and serve together. It will also help to give assurance and confidence to the volunteers.

- Planning and conducting an effective basic training meeting.
 - Every volunteer must attend this meeting.
 - Check for a suitable date and time where all volunteers are able to attend in person. Make provision for those who cannot attend in person, such as another time, via Zoom or other platform, record the meeting, or meet one-on-one.
 - Keep the meeting simple and to the point.
 - Make it interesting and enjoyable! Provide refreshments if possible.
 - Cover it with prayer.
 - Start on time and finish on time (even a bit early)!
 - Send out reminders via print, media, phone calls, or email.
 - Include all necessary information and instructions for each area of the club. Put key information in writing and use demonstrations to reinforce understanding.
 - Allow enough time for questions and discussion.
 - Use the *SUGGESTED CONTENT LIST* as a guide to include in the training session and expand on. (*NOTE: all the suggestions below are subject to individual situations as to what topics and content are included, need to be added to here, or dealt with at a later time.*)

❖ TRAINING SUGGESTION

PART 2 Step 1 Worksheet #7: “The Basic Training Session”

Discuss together the listed information below in “Suggested Content for the Session” and the importance of each item for training others. Have trainees use Worksheet #7 to make note and to raise questions, as needed.

Suggested Content List for the Session

1. PURPOSE of Bible Club - for children to come to Know, Love, and Obey God.
2. Importance of PRAYER - cover each club in prayer and meet regularly to pray for the children and each other as a team.
3. The PROGRAM - explain its parts, descriptions and how they fit together to accomplish the goal.

4. TEAMWORK and COMMITMENT - describe the importance of allowing the program to run smoothly and effectively to accomplish the goal.
5. EXPECTATIONS of volunteers - arrive early to club, be prepared, interact with children, receive training, obtain supplies and resources, etc.
6. CHILD PROTECTION information - provide applicable information needed for the situation.
7. CLASS MANAGEMENT guidelines - discipline with love and respect to reflect God's love.
8. SUPPLIES/RESOURCES - where to obtain the supplies and how to use them.
9. RESPONSIBILITIES for volunteers - Explain each of the roles for Bible Club and the responsibilities related to each one. *(NOTE: more in-depth training may be needed for some of the roles; see Extended Training below)*
10. The "HOW TO's" - explain clearly the instructions for each job. Write out instructions for each one, as necessary. Use demonstrations to clarify.

➤ **The Extended Training Session**

Some of the roles/tasks in Bible Club may require some additional training to prepare those volunteers for any of these tasks. Those who may be assisting and/or leading in the areas of teaching, presenting the memory verse, or leading songs may need some extra time with training and preparation. It is important to plan for this with your volunteers, so they are well prepared.

This extended training should be done at the convenience of the volunteers prior to the start of the club. It can be included as a segment of the basic training meeting or on separate occasions.

❖ **TRAINING SUGGESTION**

PART 2 Step 1 Worksheet #8: "Trainer resources"

This resource page is to serve as a guide and training resource to assist leaders in maintaining an effective Bible Club team and providing for their continuing training needs.

PART 2 – Step 1

Worksheet #1

Partnering with the Holy Spirit

Fill in the blanks by looking up the Scripture verse. Then, explain how the verse can apply to you as the teacher and to the children who attend.

The Role of the Holy Spirit in our lives and ministry of Bible Clubs:

1. He _____ John 16:8
2. He _____ John 16:12-15
3. He _____ John 3:5-6
4. He _____ Titus 3:5
5. He _____ I Corinthians 6:19
6. He _____ Romans 8:2
7. He _____ Romans 8:26-27

PART 2 – Step 1

Worksheet #1E (Expanded)

Partnering with the Holy Spirit

1. John 16:8 – The Spirit of Conviction
 - He convicts guilt – such as: sin, righteous, judgement.
 - He exposes error – makes us aware of our sin.
2. John 16:12-15 – The Spirit of Truth
 - He guides us into all truth – makes known God’s Truth to us and helps “makes sense” of it. (*Greek idea of Guide is “to take by the hand to know & understand God’s Truth.”*)
 - He brings glory and honor to God and Jesus.
3. John 3:5-6 – The Spirit of Regeneration
 - He brings us into God’s family – salvation happens through Him.
 - He regenerates – makes us new – fits us to be part of God’s family – sin covered.
4. Titus 3:5 – The Spirit of Cleansing
 - He “rebirths” us into God’s family – spiritual – washed and renews by God’s mercy – not getting what we deserve.
 - He washes us inside and out – restores our relationship to God!
5. 1 Corinthians 6:19 – The Indwelling Spirit – God in us (not just “with us”)
 - He lives within us as spirit – gives power to keep our bodies and lives pure.
6. Romans 8:2 –The Spirit of Life
 - We do not need to be controlled by our sin nature anymore – our choice.
 - Holy Spirit lives in us to control our lives and to live God’s way – obedience to His Word.
7. Romans 8:26-27 – The Spirit of Intercession
 - He is our Helper in praying – speaks to God on our behalf.
 - He helps us to pray when we can’t or don’t know the words.
 - He prays to God for us.

PART 2 – Step 1

Worksheet #2

Context and Culture Checklist

The definition of context is “the setting for a book or an event which includes time, location, circumstances, and characteristics expressed in a way that leads to full understanding.”

The definition of culture is “the learned and shared set of values, ideas, concepts, beliefs, and rules of behaviour that allow a group of people to function and perpetuate itself; a ‘way of life’; the shared characteristics of a group of people which encompasses place of birth, religion, language, cuisine, social behaviors, art, literature, and music.”

Use the following list as a guide in describing the context and culture within your Bible Club area, community, or neighborhood. Add other items that may not be listed, but that pertain to your context.

- Demographics
- Family Structure
- Neighborhood
- Social structure
- Language
- Religious background or teaching
- Church connections
- Media and Technology
- Economics
- Housing
- Jobs
- Schools and Education
- Traditions
- Arts, music etc.
- Values
- Add others that pertain to your area.

PART 2 – Step 1

Worksheet #3

The Bible Club Checklist

To do:	Information needed	Date to complete
Share the Vision/Names to Contact		
Set Club Location and Details		
Set Club Date & Time		
Obtain Needed Permissions <ol style="list-style-type: none">1. Venue2. Parent/Guardian3. Other?4. Produce/Distribute Forms		
Registration <ol style="list-style-type: none">1. Forms & Content2. Procedure3. Recordkeeping		
Club Promotion <ol style="list-style-type: none">1. How?2. Who?3. Prepare advertising4. Timing for advertising?5. Where?		
Safety, Protection & Training <ol style="list-style-type: none">1. Emergency plan2. Child Protection3. Training for above4. Insurance – liability (if needed)		
Resources Needed What? How? Where? and Who?		
Other Items		

PART 2 – Step 1

Worksheet #4

Prayer Partners

This worksheet can be completed as part of class time or as a homework assignment.

1. Make a list of names of people who might possibly serve as prayer partners as you begin to plan the Bible Club.
2. Choose 2-3 (or more) key people to be part of a Prayer Team to pray together for you and your helpers as Bible Club is organized and conducted.
3. How will you begin to contact people?

PART 2 – Step 1

Worksheet #5

Recruiting Volunteers

This worksheet can be used as an ongoing homework assignment as, in some cases, it may take time to collect information. The trainee is encouraged to make a start in praying, thinking, and listing those who might help to serve in Bible Club.

1. Make a list of people who would possibly be a good volunteer?
2. Why do you think they would make good helpers?

VOLUNTEER

WHY?

3. List 3-4 methods you could use in your situation to recruit suitable volunteers.

PART 2 – Step 1

Worksheet #6

Volunteers Information Meeting

Agenda:

1. Vision and purpose of the Bible Club
2. Details on when, where (if possible), length and frequency of club
3. Information on club program and parts – a brief overview
4. Kinds of help/assistance needed:
 - Teaching – memory verse, lesson, stories, assist with visuals, prepare
 - Music – help with songs- leading, singing, playing
 - Tech – as needed in situation
 - Crafts – lead, assist, ideas, prepare
 - Games – lead, assist, ideas, prepare
 - Miscellaneous – to lead or assist in promotion, registration, attendance weekly, nametags, snacks, sitting with children to keep order, etc. (as pertains to each situation.)
5. Expectations for helpers:
 - God’s leading
 - Commitment
 - Willingness to pray
 - Training in role as helper; Child Protection Training
 - Teamwork
 - Other...
6. Other pertinent basic information needed for individual situations.

PART 2 – Step 1

Worksheet #7

The Basic Training Session

Agenda:

1. PURPOSE of Bible Club
2. Importance of PRAYER
3. The BIBLE CLUB program
4. Importance of TEAMWORK and COMMITMENT
5. EXPECTATIONS of volunteers
6. RESPONSIBILITIES for each Bible Club role
7. CHILD PROTECTION Information
8. CLASS MANAGEMENT Guidelines (Discipline)
9. SUPPLIES/RESOURCES
10. The “HOW TO’s”

PART 2 – Step 1

Worksheet #8

Trainer Resources

Beyond the Basics:

As the Bible Club leader, it is vital to be aware of, and put into practice, some important things in order to keep committed volunteers, build trust and create an effective Bible Club team.

1. Meet regularly with the Bible Club team. Set time aside to meet with all the volunteers, whether it be weekly or bi-weekly (frequency is dependent on situation and volunteers). Keep each meeting to time and plan contents. Begin with a 15-minute meeting to just pray or share together and expand as needed. Make it enjoyable and stimulating so they will see its value and look forward to the next one.
 - Agenda Suggestions:
 - ✓ Share something related from the Word to inspire and strengthen each one.
 - ✓ Listen to volunteers – a great inspiration and trust-builder.
 - ✓ Share praises from the club together.
 - ✓ Share challenges & needs together – with the club, clubbers, situations, etc. A good way to build confidence in God is to keep a notebook of prayer requests and answers to prayer and note the date when answer given.
 - ✓ Pray together – including any above items.
 - ✓ Give suggestions to support and help with challenges, as needed.
 - ✓ Communicate any updates/news regarding club...
 - ✓ Encourage the sharing of ideas, including brainstorm sessions, as needed.
 - ✓ Leave time for questions.
2. Meet with individuals (*as needed*) – This is an important part of making sure each volunteer is and feels well prepared for their part in the Bible Club. Determine with the volunteer the need and the timing to meet.
3. Show appreciation – Be sure to give words of appreciation and thanks for the part each is playing in serving God in Bible Club. Notes/cards or emails of thanks in written format are especially good from time to time.
4. Give on-going follow-up training:
 - In specific role/task – in new role or responsibility
 - For everyone – areas in need of strengthening

PART 2

The Bible Club

STEP 2: Getting To Know the Children

1. Why is it so important to know the children? *(Brainstorm answers together)*

The importance and value of building relationships with the children we will reach and teach in the Bible Club cannot be overstated!

➤ **Knowing the children**

- Shows that they are valued and cared for.
- Earns their respect.
- Is very beneficial and important in the planning of the Bible Club to effectively teach each child.

2. How can we get to know the children?

➤ **Know their general age developmental characteristics**

Child development describes the way in which a child grows, changes and develops skills. It is defined by and incorporates 5 main areas of characteristics that can be observed and assessed at each age of a child's growth. These are called "general" for they apply overall to everyone at each stage but at differing times and intensity. We can learn much from these general characteristics that will greatly assist us in planning for the details, programs and lessons of a Bible Club.

❖ **TRAINING SUGGESTION**

PART 2 Step 2 Worksheet #1: "General Characteristics of Children"

Distribute the worksheet and read each of the 5 basic areas of development aloud. Discuss how these might affect the planning and conducting of a Bible Club.

❖ **TRAINING ASSIGNMENT *In class or at home***

PART 2 Step 2 Worksheet #1: "General Characteristics of Children"

Have trainees choose one characteristic from each of 5 areas; share how they would be guided by these in planning a Bible club.

➤ **Know their Basic Needs**

- Introduce 5 Basic Needs: food, shelter, safety, love, self-worth. *(Discussion as needed on these needs.)*
- Discuss the basic needs within the context 5 areas of development *(See below)*. This is not an exhaustive list. Discuss what other types of needs might be added.

Physical – seeing, hearing, mobility limits, need for proper clothing, diet, housing, tiredness, hyperactive, hunger, developmental limits
Mental - short attention span, developmental limits, lack of stimulation (gets bored), reading problems
Social – friendships, acceptance in group, shyness, interaction, attention
Emotional – security, love, belonging, attention, family needs, recognition (self-worth), self-image
Spiritual – salvation, right living choices, assurance and further Bible teaching, service, fellowship

❖ **TRAINING SUGGESTION *In class***

Discuss a need from each category and how it would impact their planning a Bible Club. Why would knowing the needs be important in preparing the club? There will be other needs that will be more “child specific”. What might be some of these needs? *(Allow for discussion of examples, i.e., Attention Deficit Disorder, Autistic Spectrum... and for sharing of examples of needs they have observed.)*

Discuss how some of these needs might be responded to by the teacher or helpers.

❖ **TRAINING ASSIGNMENT**

PART 2 Step 2 Worksheet #2: “Characteristics & developmental needs chart”

Follow the assignment instructions on the worksheet.

➤ **Know them Individually**

- It is important to get to know each child as an individual with their unique family and set of experiences, their personality, their special interests and abilities, and more. This comes from building a relationship with the child in order to enable you to prepare to teach each one most effectively. With so many children in a club, it can be overwhelming and difficult to make time.
- How do we do it? *(Brainstorm ideas: as a group or small groups; divide according to children’s age groups or by those from individual areas)*

➤ **Five Ways to get to know them:** Listen, Observe, Show Interest, Spend Time, Enjoy

❖ **TRAINING SUGGESTION & ASSIGNMENT**

PART 2 Step 2 Worksheet #3: “How do we get to know the children?”

Work through the list and “how” each item helps a teacher to get to know the children. Discuss HOW each (Listen, Observe, Show Interest, Spend Time, and Enjoy) can be accomplished in relation to a Bible Club.

Assign the bottom 2 questions on the worksheet for them to think through and give specific answers as is possible at this point in time for potential clubs.

PART 2 - Step 2

Worksheet #1

General Characteristics of Children

Physical

The child doesn't have good control of his/her body, is eager to help others, learns better by doing, still developing large and fine motor skills, full of energy but can get tired easily, and is more independent.

Mental

The child is eager to learn, but finds it difficult to grasp abstract concepts, is creative and curious, learns well by repetition and memorizes easily, and is prone to exaggeration.

Social

The child wants to be accepted, needs a group in which to belong, focuses on self but also wants to please people he/she cares about, looks to adults as role models, is sensitive about fairness, easily influenced by peers, and able to handle some responsibilities.

Emotional

The child likes to collect things, is enthusiastic, enjoys silly humor and jokes, likes organized games but can be a poor loser, often has fragile emotions, can be upset by seemingly small incidents, loves stories, and can display emotions more easily than adults.

Spiritual

The child can be very trusting, can sense the greatness and love of God, needs and is capable of responding to God, can understand basic Bible truths, can have great faith, most easily led to Christ as Savior at this age.

PART 2 - Step 2

Worksheet #2

Characteristics and Developmental Needs Chart

Assignment: Choose a club-aged child in the neighborhood of your potential Bible Club or Sunday School (not your own children). **Observe** (watch, take note of, look carefully at) that child in various situations. **Write down** your observations on the worksheet under the developmental characteristics and needs columns. This will/could be an on-going assignment over several weeks (according to each training situation). Additional paper can be used.

Developmental Characteristics	Individual Needs
1. Physical Characteristics Ways a teacher should respond...	
2. Mental Characteristics Ways a teacher should respond...	
3. Social Characteristics Ways a teacher should respond...	
4. Emotional Characteristics Ways a teacher should respond...	
5. Spiritual Characteristics Ways a teacher should respond...	

PART 2 - Step 2

Worksheet #3

How Do We Get to Know the Children?

1. Listen
2. Observe
3. Show Interest
4. Spend Time
5. Enjoy them!

Assignment:

1. What will you do to get to know the children and their families who will be/could be part of your Bible Club?
2. Where will you find the children? List specific answers as applicable to your situation and area.

PART 3

The Bible Club Program

Objective: the trainees will understand the key components of developing a good program

1. The Program

➤ The Importance of a Good Program

- Why is a well-planned Bible Club program important?
(Brainstorm with trainees first to discover their ideas. List ideas on whiteboard and discuss. Be sure the items below are included.)
- The Characteristics of a Good Program
 - Communicate the message of God's Word effectively to a variety of age groups.
 - Give a structure for accomplishing the aim of the Bible lesson.
 - Reinforce and apply the biblical truths taught through the Bible lessons.
 - Provide a complete, interactive, and interesting Bible- learning experience.
 - Ensure the best use of time.

➤ The Qualities of a Good Program

(Have trainees give ideas of the qualities that are found in a good program. Include items below and discuss how each could work within the program)

- Purpose: reinforce Biblical truth of the lesson throughout each program activity and acts as a guide in the planning of each program.
- Participation: involve the children while directly addressing the needs and development levels of the children.
- Variety: provide different types of activities on the age level of the children to make it an effective and engaging learning experience.
- Consistency: provide intentional and trustworthy Bible teaching within a children's club setting.
- Clear Communication: present the Biblical truth in a clear and understandable way within the child's level of learning and understanding.
- Enjoyment – provide a fun and enjoyable Bible-learning experience.

➤ The Preparation of a Good Program

A Bible Club program consists of all that is done with the children from the time of arrival to their departure from the club. It is made up of a number of activities which work together to create a unique, interactive and effective learning experience for children centered around the teaching of God's Word.

- Bible Club Activities

Each activity can contribute towards reinforcing the Bible truth taught, so that every child gets it through the Bible lesson, or one or more of the other activities used in the program. Suggested activities are below: *(NOTE: refer to Worksheet #1 for explanations of each activity)*

- Bible lesson
- Memory verse
- Music
- Review
- Drama – role play
- Puppets
- Crafts
- Bible drill
- Object lesson
- Games
- Special teaching segments
- Club projects – giving, praying, helping, etc.

- Pre-Club Activities

Plan for the early arrival of some children to Bible Club. Prepare one or more activities as an opportunity to:

- Occupy early arrivals.
- Have more personal time with children.
- Become better acquainted with the children.
- Use an activity to reinforce learning.
- Give children an incentive to be on time.

Pre-club activities are dependent upon the arrival of the teacher/leaders before the first child arrives. This gives time to be prepared and give attention to the children.

- The Opening Activity

The opening activity is a 3 - 5 minutes session that begins each Bible club. It signals to the children that Bible Club is beginning.

- It is an optional but important part of setting the overall tone of the club.
- It gives a consistent starting routine for the program. This is important for children to have an established activity that will remain constant each week. It provides security for them, as a signal that the club is beginning.
- It includes (a) Welcome to all; (b) Opening song *(theme song, or a related chorus or Bible verse song)*; (c) Opening Prayer. *(A possible 4th component could be saying the Pledge to the Bible as a corporate proclamation in God's Word.)*
- It enables the club to start on time and on an upbeat note.

➤ **Putting the Program Together**

Choosing the right activities for each Bible Club program is important. Consider these key questions when planning for each activity:

- Will each activity reinforce the Bible truth being taught? How?
- Are the activities appropriate for the ages/development of the children?
- What is the length of the Bible Club?
- Are there sufficient helpers to assist with activities?
- Is there enough room/space to accommodate the activities?

❖ **TRAINING ASSIGNMENT**

PART 3 Worksheets #1 and #2

Trainees should work through a Bible story passage or lesson of their choice or being assigned and answer the above questions. Have them plan a 1-hour Bible Club program around one central Bible truth from the story.

2. The Long-Range Plan

A long-range plan for the Bible Club year which contains a monthly, a quarterly or even a yearly plan is an important consideration. Planning for more than a week-to-week schedule, even if only in a broad sense of themes and topics, can be helpful in being prepared ahead. This gives time for thought to make needed adjustments along the way – and it is a starting place for details of each weekly plan.

➤ **Monthly/Quarterly/Yearly Plan**

A long-term Bible Club teaching plan is suggested to help with preparation for each weekly club. Hopefully, it will avoid the last-minute rush to pull program together. It may, at first, involve less detail in the quarterly and yearly plan. As time goes by, the details will come together and can be filled as each week's plan is accomplished. A written plan serves as a visual guide for the entire month, quarter, or year of planning! It does not have to be done all in one setting but can be put together as time progresses and clubs are held. The details of each week become less time consuming as plans can be looked back upon to see what is needed for the next club. Keeping a record of exactly what is accomplished each week gives guidance for the next week's plan.

- **Club Time Variables**

Planning for club time variables may often need to be considered where the regular teaching plan may need to be adjusted, such as:

- Missed Bible Club days due to weather, school closings, or a holiday.
- Illness
- Incorporation of a special Bible lesson for special holiday lessons as Christmas, Easter and other events related to the individual situation.

❖ **TRAINING ASSIGNMENT:** *This may be done in class as a group activity to design a sample plan or it may be an individual assignment for each trainee to design plans that could be used in a future Bible Club.*

- Design a one-month Bible Club teaching plan.

Choose a 4 Bible lessons from a curriculum or 4 Bible stories and related club activities planning for 4 days of clubs -one club per each of week in the month.

- Design a 2nd long-range plan for 2 months.

Do the same for a 2-month plan that is equal to 8 club days. The Bible lessons can be continued from 1-month plan or use a different set of Bible lessons.

PART 3

Worksheet #1

Bible Club Activities

The following list gives the types of activities that can be part of the Bible Club program. Each should be used to reinforce the Bible truth presented through the Bible lesson.

- Pre-Club Activities (NOTE: refer to page 34)
- The Opening Activity (NOTE: refer to page 34)
- Bible Lesson - the main tool used to present the Bible story and related Bible truth, its application and response.
- Memory Verse - a Bible verse is presented and explained for each lesson; the children are encouraged to memorize each verse.
- Singing Songs - chosen to reinforce truths taught and often as an aid for Bible verse memory.
- Review - a method that acts as a reminder of the lessons and applications taught and can be a bridge to a new lesson; it informs the teacher of what material may need to be retaught.
- Drama - a teaching method used to “tell” the Bible story and through role play illustrate everyday situations to apply the Bible truths.
- Puppets - an effective, interactive method to present the Bible verse, review lessons and verses, sing a song, or teach the Bible story and more.
- Crafts - a hands-on activity to reinforce the Bible story and apply the truth.
- Bible Drill – A fun means of learning Books of the Bible and locating Bible verses in the Bible through competition.
- Object Lessons - a creative and often interactive means to illustrate a particular biblical truth or concept.
- Games - active for indoors or outdoor, used for fun or to fit a topic or theme.
- Special Teaching Segments – These are short and concentrated teaching segments 5-10 minutes in length for 4-5 weeks. They may cover a specific biblical topic not covered through Bible lesson such as: giving, prayer, missions, books of the Bible, etc. They can be taught in segments or through a continued visualized true story of real-life situations or missions related.
- Club Projects - giving, praying, helping etc.

PART 3

Worksheet #2

Bible Club Program Plan

Choose a Bible story passage or a Bible lesson you are now working with to prepare and teach. Using PART 3 Worksheet#1 and the following questions discussed in the training, choose program activities, and put together a one-hour Bible Club program for children grades 1-5.

➤ **5 Key Questions in Planning a Program**

1. Will each program activity reinforce the Bible truth being taught? How?
2. Are the activities appropriate for ages/development of the children?
3. What is the time frame for Bible Club? How will the activities fit into that time?
4. How many helpers are available for club? Is it sufficient for activities planned?
5. How much space is available for the activities?

➤ **Putting the Plan Together**

1. Theme or Topic for Bible lesson:

2. Bible Truth to be taught:

3. Program activities: *(Use PART 3 Worksheets #1 and #2 for list and key questions as a guide)*

